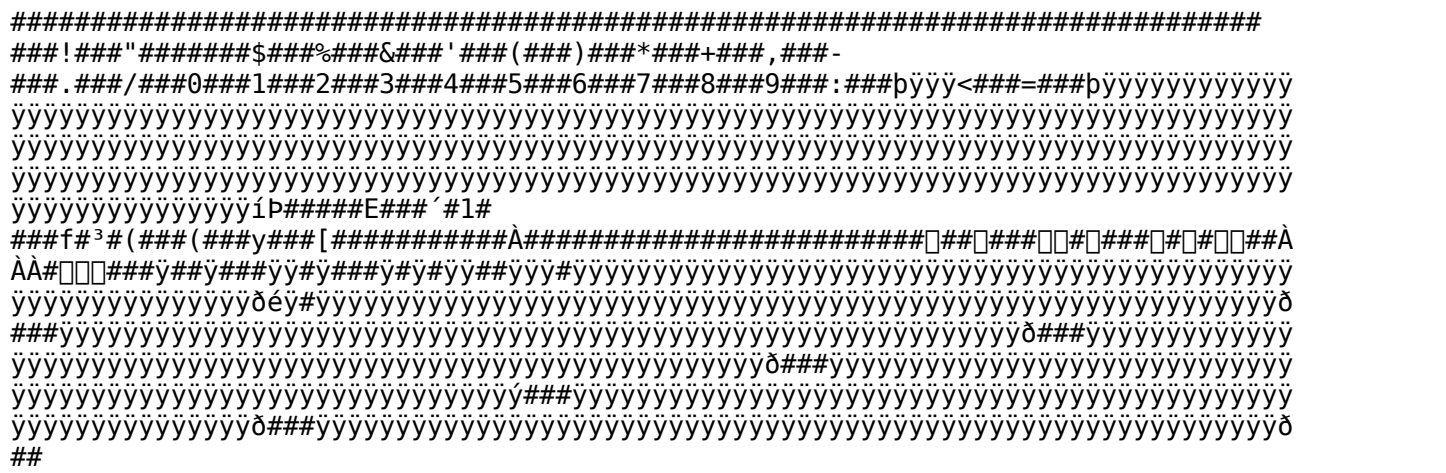

```
#Instructions□###¼######Data Template□#######ü#T#W###3######Code##Instructions
###AC###NBTS Appropriation Code###CL(##NBTS code for Major Claimant(BSO) or
PEO###BLI###Budget Line Item###UIC###Digit Unit Identification
Code###SI/##Operation and Maintenance Special Interest Code###PEj##Program
Element, 8 digit code. Program Elements ending in "98" indicate management
headquarters resources.###RS###NBTS Resource Sponsor Code
##Trans_Type:##Trans_Type = 01 for Gaining Command, 02 for Losing
Command###Rec_typed##Rec_Type = 00 for Civpers Costs, 01 for Other Costs, 04 for
End Strength and  05 for Workyears (FTE)###TypeHire;##Type Hire = NBTS Type Hire
Code for civilians and  military###D_RC##Direct or Reimbursably  funded.
Applies only to civilian personnel###HG□##High Grades, GS-14 ,GS-15 and Senior
Executive Service grades or any grade where base pay is higher than GS-13 step
10.  Applies only  to civilians.5##E-mail completed NC4 file to
nc4@nhbs.secnav.navy.milG##Title of  Transfer: Descriptive title as mutually
agreed to by the BSOs###Gaining BSO or PEO###Losing BSO or PEO*##Narrative
Description of Transfer Proposed□##(provide background and describe why this
action is beneficial; also indicate personnel and funds saved as a result of
this action)###Rec_Type###FY 1999###FY2000###FY2001###FY2002###FY 2003###FY
2004###FY
2005###1A1A###00050######0205333N###01###04###dhus###d###hg###02###00ÿ#2#######
```

```
#####ÿ###□###############ÿ#####################Code############Instructions
#############AC## ##########NBTS Appropriation
Code#############CL##1#######(##NBTS code for Major Claimant(BSO) or PEO##
```

```
##########UIC##'##########Digit Unit Identification
Code#############SI##8#######/##Operation and Maintenance Special Interest
Code#############PE##s#######j##Program Element, 8 digit code. Program Elements
ending in "98" indicate management headquarters
resources.#############RS##$##########NBTS Resource Sponsor Code ##########
##Trans_Type##C#######:##Trans_Type = 01 for Gaining Command, 02 for Losing
Command#### ########Rec_type##m#    #####d##Rec_Type = 00 for Civpers Costs, 01
for Other Costs, 04 for End Strength and  05 for Workyears (FTE)####
########TypeHire##D#
#####;##Type Hire = NBTS Type Hire Code for civilians and  military##
```

```
#####□##High Grades, GS-14 ,GS-15 and Senior Executive Service grades or any
grade where base pay is higher than GS-13 step 10.  Applies only  to
civilians.############>#######5##E-mail completed NC4 file to
nc4@nhbs.secnav.navy.mil×# #Ç#####+#3#D#-
#;#K#□#7#^#□#]#`#°#>###¶#####@##############################
###   #######Ó#Ì#A############
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###########@#b################@#û□##P#######G##Title of Transfer: Descriptive
title as mutually agreed to by the
BSOs¾#*##Gaining BSO or
PEO¾#*##Losing BSO or
PEO¾#*###3#######*##Narrative
Description of Transfer
Proposed¾#*###□#######□##(provide
background and describe why this action is beneficial; also indicate personnel
and funds saved as a result of this
action)¾#*### ########AC####
      ########CL##

```
#Instructions□##########Data Template□######ü###Y###5######Code##Instructions
###AC###NBTS Appropriation Code###CL(##NBTS code for Major Claimant(BSO) or
PEO###BLI###Budget Line Item###UIC###Digit Unit Identification
Code###SI/##Operation and Maintenance Special Interest Code###PEj##Program
Element, 8 digit code. Program Elements ending in "98" indicate management
headquarters resources.###RS###NBTS Resource Sponsor Code
##Trans_Type:##Trans_Type = 01 for Gaining Command, 02 for Losing
Command###Rec_typed##Rec_Type = 00 for Civpers Costs, 01 for Other Costs, 04 for
End Strength and  05 for Workyears (FTE)###TypeHire;##Type Hire = NBTS Type Hire
Code for civilians and  military###D_RC##Direct or Reimbursably  funded.
Applies only to civilian personnel###HG5##E-mail completed NC4 file to
nc4@nhbs.secnav.navy.milG##Title of  Transfer: Descriptive title as mutually
agreed to by the BSOs###Gaining BSO or PEO###Losing BSO or PEO*##Narrative
Description of Transfer Proposed□##(provide background and describe why this
action is beneficial; also indicate personnel and funds saved as a result of
this action)###Rec_Type###FY 1999###FY2000###FY2001###FY2002###FY 2003###FY
2004###FY
2005###1A1A###00050######0205333N###01###04###dhus###d###hg###02###00¨##High
Grades, GS-14 ,GS-15 and Senior Executive Service grades or any grade where base
pay is higher than GS-13 step 10.  Applies only  to civilians and to this
exhibit.S##Template can be found at:
http://navweb.secnav.navy.mil/template/templates_u.htmlP##These codes can be
found at:  http://navweb.secnav.navy.mil/titles/titles_u.htmlÿ#2###C###
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ûW   Àýÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########:###CIVILIAN PERSONNEL SEMINAR
NSWC Budget Workshop March 1999

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##ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Á###EXHIBIT        TITLE CP-1  Civilian
Manpower by Activity Group / Type of HireCP-2  Analysis of Civilian Personnel
Costs CP-3  Analysis of Changes in Basic Compensation CostsCP-4  Civilian
Manpower by Program Element   CP-4a Civilian End Strength Changes by Program
Element                       CP-7  Civilians by Activity   CP-8  FTE Changes
from President□s Budget CP-9  FTE Changes from Year to YearCP-10 Civilians
Outside the 50 States   CP-11 Monthly Phasing Plan          □
```

```
#!#########!#################!#########!####ÿ□#ÿÿd#########d#########2##□##□õÌûw
´#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########»###EXHIBIT        TITLE NC-4
      Functional Transfer ExhibitPB-17   Employee Relocation Expenses  PB-20A
      Civilian End Strength Changes      PB-22 Department of Defense Management
Headquarters      PB-31C      Direct Hire Personnel Summary      PB-31Q
      Manpower Changes in Full-Time Equivalent E/S         PB-31R      Civilian
Personnel Budget CalculationPB-54  Civilian Personnel Hiring Plan          40A
      Resources for Financial Management Activities        OP-53 Overseas
Funding Exhibit         .#
```

#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ÿ###THE CP-1The CP-1 is a summary of end strength, work years, and dollars for the budget yearsFor the outyears only end strength is reported.The CP-1 is reported by Activity Group / Sub-activity Group (AG/SAG) for each appropriation (O&M, RDT&E, and NWCF)#

#################,#########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########¥###THE CP-2Displays end strength, work years and dollars by pay systems (SES, GS, Wage...etc.) for the budget yearsBreaks out costs within Object Class 11, 12, and 13#

#################,#########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########½###THE CP-2Displays civilian costs at the appropriation level (O&M, RDT&E and NWCF)Separate CP-2□s are prepared for each fiscal year in the budgetSubmitted to FMB at the business area level#

#################,##########################ÿ□#ÿÿd#########d#########2##□##¹õÌûw ´#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#############CP-7, End Strength by LocationLists budgeted end strength levels for the previous year through budget year plus five by: (1) activity, (2) city, (3) state/country, (4) unit identification code (UIC), (5) appropriation (O&M, RDT&E, or NWCF), and (6) type of hire (USDH, FND, or FNI) This exhibit is often used to satisfy requests originating from OSD, OMB and Congress, as well as for DON in-house use.The total activity end strength listed on the CP-7 should match the sum of the end strength on the CP-2 exhibit.#

#################,##########################ÿ□#ÿÿd#########d#########2##□##yö□û'
      □#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########0###Exhibit CP-9, FTE Changes From Year to Year.Provides programmatic explanations of FTE changes from one year to the next. The changes you are explaining are the FTE differences from year to year on the CP-2 exhibits. FTE is broken out by type of hire (USDH, FNI or FND) for direct and reimbursable.

```
#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
      t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ê###Exhibit CP-10, Civilians
Outside the 50 StatesDisplays end strength, work years and dollars budgeted for
overseas employees.Broken out by appropriation, type hire (USDH, FND, FNI) and
countryEnd strength must match CP-7 by country.
```

##ÿ□#ÿÿd#########d#########3##□##:÷]ùÆ
#0úÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########8###See example Employee Relocation Expenses Exhibit (PB-17)

```
############################################ÿ□#ÿÿd#########d#########3##□##ú÷□ù6
#súÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########2###See example Civilian Personnel
Hiring Plan (PB-54)
```

#################$##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########>###Civilian Personnel Resources Reporting System (CPRRS) Level III ReportOfficial source of Navy Civilian personnel labor costs dataContains actual hours of employment and total amounts earned by appointment type (FTP, PTP ...) as well as pay system (SES, GS...)The report identifies funding data by direct and reimbursable funding, appointment type, and pay system.Does not include funds paid for FNI□sInputs to the system are made at the preparing UIC activity, by state/country location.The preparing UIC activity is also known as the Level I CPRRS preparing activity.

#################$##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###CPRRS Level III Report Level I CPRRS are then forwarded to the appropriate Defense Finance and Accounting Center for consolidation into a Level II CPRRS report.The finance center consolidates all regional activity data and sends to FMBLevel III consolidates the activities by Claimant.FMB prepares and distributes the Level III report.The manpower budget is reviewed by FMB using Level III reports.#

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############################################ÿ□#ÿÿd#########d#########1##□à##¶ùm
      Áýÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########¾###SECTION I: Direct and
Reimbursable      CPPRS Line  Description101    Direct OC 11/12/13102   Reim.
regular time103   Reim. O/T104      Reim. holiday pay105    Reim. benefits (OC
12)109      Total - Section I
```

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#######d#########1##□à#ðøÕô□ÿÂ#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###SECTION
II: Personnel CompensationCPRRS          Line  Description201    Full time
permanent basic salary202     Full time permanent O/T203    Full time permanent
lump sum leave205 Part time permanent basic salary206 Part time permanent O/T207
      Part time permanent lump sum leave209    Full time temp basic salary210
      Full time temp O/T211   Full time temp lump sum leave213    Part time temp
basic salary214   Part time temp O/T 215  Part time temp lump sum leave217
      Intermittent basic salary218  Intermittent O/T219     Intermittent lump sum
leave221    Holiday premium pay222  Differential - outside CONUS223     Premium
pay - firefighters, scientists224  Night differential225   Hazardous
differential226   Sunday differential232  Other award233    Rehired annuitant234
      Nonincentive bonus - Non U.S.236    Bonuses and performance awards237
      Productivity awards241  Other object class 11 compensation299    Total -
Section II
```

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#######d#########1##□à# ÿ'ÿC#□#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###SECTION
IV: Personnel BenefitsCPRRS   Line  Description401    Federal employee health
benefits402 Federal employee group life insurance403 Civil service retirement405
      Fed. emp. retirement system - Basic Annuity406 Thrift savings plan407
      Uniform allowance408    COLA outside CONUS409   Quarters allowance outside
CONUS410    PCS costs and moving expense411     Cash in lieu of quarters (MSC)
412   FICA for employees not under FERS or CSRS413   Medicare tax for CSRS
employees414      FICA for FERS employees415    Benefits for non-citizens417
      FICA costs for □offset□ employees416     Foreign separation liability420
      Other OC 12 Costs499    Total - Section IV
```

```
##########ÿ□#ÿÿd#########d#########□###SECTION V: Former Employee BenefitsCPRRS
      Description Line500     Severance pay501  Separation incentive pay (SIP)
599   Total Section Ve
```

####ÿ□#ÿÿd#########d#########2##□##©öüûW
ä#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#############Re-engineering of the Civilian Personnel Resource Reporting System (CPRRS) Level I and Level IIThe DON CPRRS Level I and II are currently being combined Work Year and Personnel Cost (WYPC) system is the replacementImplementation in the April timeframe

####ÿ□#ÿÿd#########d#########2##□##ÙöÌû□
´#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d############FMB-42 is preparing an information packagewill be available soonFMB-42 reports that the transition will be transparent to SEA 09Bpresumably no impact to the Pricing Modele

####ÿ□#ÿÿd#########d#########2##□##i÷,ü#
##ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########□###DFAS POCJoseph BernardWYPC Project OfficerDFAS-Cleveland (ABA-1)Nicole Blatnik DSN 580-5870 ex. 401; Comm 216-522-5870Fax DSN 580-5244; Comm 216-522-5244#

```
#################,#########################ÿ□#ÿÿd#########d#########2##□##©ö<ûW
      $#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########ð###Defense Civilian Personnel
Data System (DCPDS) Monthly 1532 ReportProvides official Department of the Navy
end strength on board counts.Inputs to the system are performed at the activity
Human Resources Office (HRO) via SF-50 processing.
```

ûW   ô#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#############DCPDS 1532 Report (cont.)At the end of the month a 1532 report is prepared which displays end strength counts by type of hire (USDH, FNI, FNDH) and by appointment (FTP, FTT, PTP, PTT, Intermittent)SEA 09B receives the DMS (Defense Management System) ReportThe report also shows how many special hires (stay in school□s, CO-OP□s, and summer hires) are included in the count. DoN uses the September DCPDS number as certified actuals.It is the claimants responsibility to ensure accurateness by working out problems with the HRO office.

###Full Time Equivalent (FTE) ReportPrepared monthly by claimant to report on how the command is executing its FTE authorityNumbers are reported in total hours worked as recorded on CPRRS lines 201, 205, 209, 213 and 217.FTE is reported in month and cumulative amounts

#################,##########################ÿ□#ÿÿd#########d#########2##□##©ö□üW
t#ÿÿ####ÿÿ#####ÿ##ÿÿd#########d#########Y###Full Time Equivalent (FTE)
ReportFTE is submitted to FMB and compared to phasing plans.#

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####G###Title of  Transfer: Descriptive title as mutually agreed to by the
BSOs############################################################################
###############################################################  ###"###2
########Gaining BSO or PEO################### #############     #!###2
4#######Losing BSO or PEO##################   #############     #F###2
V###*###Narrative Description of Transfer
Proposed########################################################################
############Ì###2
g###□###(provide background and describe why this action is beneficial; also
indicate personnel and funds saved as a result of this
action)####################################################################
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Á#######Rec_type####
##### #########-#######-#######'#ÿÿ######################ï#è#À###############-
#######-###□###2
Á#}#_###Rec_Type = 00 for Civpers Costs, 01 for Other Costs, 04 for End Strength
and  05 for Workyears #####
###
```

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#     ################-#######-
#######'#ÿÿ########################è#ð###############-#######-###`###2
ñ#}#;###Type Hire = NBTS Type Hire Code for civilians and  military#
```